

GUIDANCE FOR CONTRIBUTORS TO *CONTREBIS*

INTRODUCTION These notes have been produced to assist authors who are preparing articles for *Contrebis*. It is hoped to achieve as great a consistency of style of presentation as possible and to reduce the need for further reworking of the text. Contributors are requested to follow this style-guide carefully. The Editor reserves the right to bring text and illustrations into line with these guidelines.

CONTENT The Society welcomes archaeological and local-history papers on all topics – both research and review papers – and particularly those pertaining to NW England. Papers or reports should be written so that they are as intelligible to readers with a limited knowledge of the subject as they are to specialists. Ensure that technical and specialist terms and acronyms are explained.

THE EDITOR The Editor is happy to discuss potential papers and give advice on their development. Papers and proposed papers should be submitted to the Editor (Dr Gordon Clark) preferably as an attachment to an email to clark4be@btinternet.com or by post to 36 Hall Park, Lancaster LA1 4SH.

LENGTH Papers should be less than 5000 words. Shorter papers are welcome.

PRESENTATION Papers should be typed, double spaced, single sided and left-hand justified. Pages should be numbered. By post, please supply two identical copies of the paper.

AUTHORSHIP

Please put the paper's title, author's name, contact details and affiliation (if any) on a separate page preceding the page with the paper's title and the start of the text. This will facilitate blind refereeing.

The author's name should be given in full, e.g. 'David Shotter' not 'D. Shotter'.

With multiple authorship, ensure that the order of the authors' names reflects their contributions to the paper and the research behind it.

Please include contact details for the principal or corresponding author (either a postal or email address).

Please supply a separate **Author profile** (50–100 words) for each author (e.g. degree, career, areas of research, expertise or publication) and place this at the end of the main text.

COPYRIGHT MATERIAL If the paper contains copyright material, the author must obtain (before submission) the copyright holder's permission for its use and acknowledge its origin.

ILLUSTRATIONS Illustrations, photographs, plans and maps are all welcome. It is the author's responsibility to check the copyright of illustrations. Photocopies of illustrations should be included if the paper is being submitted by post. If submitted electronically the files should ideally be in JPEG (.jpg) format. Maps should include a scale and North indicator and must acknowledge the source(s) of all the cartographic materials. We prefer black and white illustrations but colour can be included if necessary.

PHOTOGRAPHS Photographs should be numbered sequentially (Plate 1, etc.) and the photographs' captions and sources should be on a separate sheet. There should be a reference in the text as to where approximately they should be included. Photographs should preferably be in black and white, but colour can be used if necessary. Ideally they should be submitted as JPEG (.jpg) files. The source of the photograph should be acknowledged.

FIGURES Figures should be submitted, each on a separate A4 sheet. They should be numbered sequentially (Figure 1, etc.) and captioned, and there should be a reference in the text as to where approximately they should be included. Figures should preferably be in black and white. Ideally they should be submitted as JPEG (.jpg) files. The source of the material should be acknowledged.

TABLES Tables should be submitted each on a separate sheet as WORD files. They should be numbered sequentially (Table 1, etc.) and captioned and there should be a reference in the text as to where approximately they should be included. The source of the material should be acknowledged.

LAYOUT AND FONTS

The font of the abstract and main text should be in Times New Roman, 12 point. References, author profiles, acknowledgements and endnotes should be in 11pt.

Full stops should be followed by a single space.

Paragraphs should be followed by a single blank line and their first line should not be indented.

The title should be in 14pt, bold, upper case (**TITLE**) and the author's name in 12pt italic (*John Smith*). Both should be centred.

There should be an **Abstract** of under 100 words conveying the key points.

Main headings within the text should be in **Bold** and sub-headings in *italic*. Do not use more than two levels of heading. Headings should be in Times New Roman and should be aligned to the left, with single spacing between the heading and text.

Quotations should appear between single quotation marks: 'for example'.

Acronyms should be given in full the first time they are used in the text, e.g. 'Lancashire County Council (LCC)'.

Italicise words in a foreign language unless they are now in general English usage.

NUMERALS

Centuries should be specified in words, e.g. 'first century'.

Calendar dates should be given in this format, e.g. '30 January 1876'.

All other numerals used in the body of the text should be expressed in words up to ten ('four') and in numbers thereafter ('14'), except for decimals, which should always be expressed in numbers, e.g. '1.75'.

Percentages should be given as '23 per cent' in the text but as '23%' in tables.

AD 100 but 100 BC. Or you can use BCE and CE.

Fractions should be given in words: 'three-quarters' not '¾'.

Decades do not have an apostrophe: 1850s, not 1850's.

FOOTNOTES AND ENDNOTES Do not use footnotes. Use endnotes sparingly to explain matters that would excessively break the flow if included in the text. Endnotes should be numbered sequentially, referred to in the text as '(see Endnote 1)' and listed numerically after the main text.

QUOTATIONS Short quotations (up to 50 words) should be included in the text within single quotation marks. Do not italicise such quotations. Longer quotations should be in a separate block, indented left and right, without quotation marks and not italicised. Sections of the quotation that have been omitted should be marked thus: 'The section in square brackets [...] has been omitted.'

ACKNOWLEDGMENTS These should follow the text and Endnotes and precede the Author Profile and References.

REFERENCES All contributions should contain supporting references to published works and/or primary (archival) sources. Items cited in the text should be presented in a section called

‘References’, using the Harvard system of surname and date. Please consult the Editor if the Harvard system is not possible.

In the text:

‘A publication of this type has already been presented (Longworth 1984)’.

‘It was stated by Burgess (1983, 81) that ...’ [where ‘81’ is the page number, if needed].

‘However, excavations have revealed more (Smith, personal communication).’

Do not use abbreviations in Latin, such as *op. cit.*, *ibid.*, *vide infra*: repeat the standard Harvard reference if necessary. However, et al. and c. (for circa) (neither italicised) can be used.

All references should be listed at the end of the paper (as **‘References’**) alphabetically according to the first author’s surname. Italicise only the titles of books and reports and the names of journals.

Archival sources

In the text:

(NA OOL 6/5/1690)

In the References:

NA OOL (National Archives, Ordnance Office Letters WO55/1794)

If there are several such primary/archival sources, these may be listed first as **‘Primary Sources’**, followed by the other references (books, reports, journals, etc.) as **‘Secondary Sources’**

Periodicals

The names of periodicals should appear in full in italics. Page numbers should be given in full. There should be no stop after initials of names or at the end of a reference.

Hudson PJ 1988 Charcoal burning in Quernmore Forest. *Contrebis* 14, 25–43

Books and Reports

Jones R 1992 *Roman Lancaster*. Oxford: Oxford University Press

Smith W (ed.) 1848 *Maypole Dancing in Lower Bunbury*. Fleetwood: Acme Press

Webster PV 1996 *Roman Samian Pottery*. York: Council for British Archaeology, Practical Handbook of Archaeology, 13

Multi-authored Books

Hall D, Wells CE and Huckerby E 1995 *The Wetlands of Greater Manchester*. Lancaster: Lancaster Imprints, 3

Article or Chapter in a Book

Shotter DCA, 2001 Roman Lancaster: Site and Settlement. In White AJ (ed.) *A History of Lancaster*. 2nd edn, Edinburgh: Caledonian Press, 3–31

Advice on referencing other more complex or less common sources (e.g. ebooks and websites) may be obtained from the Editor.